



APPLICATION FOR TEMPORARY SUB-AGENCY LICENSE

Dealer/Manufacturer Service
P.O. Box 9039
Olympia, WA 98507-9039
(360) 664-6466
FAX (360) 586-6703
Ritefax (360) 570-4954

FOR VALIDATION ONLY

Fee: \$100.00 PER EACH LICENSE NUMBER

PLEASE NOTE: A minimum of two weeks is required to allow for processing and your receipt of the license certificate. Please submit your application two weeks prior, but not more than two months before certificate is needed.

PLEASE TYPE OR PRINT CLEARLY

Principal Business Name _____

Principal Business Street Address _____

City _____ ZIP _____ Phone _____

Temporary Sub-Agency Street Address _____

City _____ ZIP _____ Phone _____

Date of Temporary Sub-Agency (*not to exceed ten days*) _____ thru _____

RCW 46.70.011(12) limits a dealer to no more than six temporary subagency licenses per license within each renewal year.

Please indicate the license under which this temporary subagency is being obtained:

☐ Motor Vehicle # _____

☐ Manufactured Home/Travel Trailer # _____

☐ Miscellaneous # _____

☐ Permanent Subagency # _____

☐ Please fax or mail the temporary sub-agency certificate to the following address:

Name (c/o) _____

Street Address _____

City _____ ZIP _____

FAX Number _____

I certify that the location meets zoning requirements as defined by Chapter 46.70 as amended by ESSB 4497 at the temporary sub-agency address shown.

X

DEALER REPRESENTATIVE'S SIGNATURE

TITLE

DATE

IMPORTANT: A dealer must furnish evidence that their dealer bond covers the temporary sub-agency location.

INSTRUCTIONS
TEMPORARY SUB-AGENCY LICENSE APPLICATION

1. Application must be **completely** filled out. Be sure you have included:

- ☐ The name and address of your **principal** place of business.
- ☐ The address of the temporary sale location.
- ☐ The date(s) of the sale.

Your dealer license number.

2. Bond/Bond Rider Information:

- ☐ **If your dealer bond does not cover any and all locations in the state and the sale is outside the city where the principal place of business is located, a bond rider to your dealer bond covering the sale location is required.**
- ☐ **If the bond rider is required, IT MUST BE ATTACHED** to the temporary sub-agency application.

3. Your signature, title and the date; the application is invalid if unsigned.

4. The \$100.00 license fee. Check or money order should be made payable to the Washington State Treasurer.

RCW 46.70 requires that all temporary sub-agency sales are to be licensed and bonded; failure to do so is a violation of the law.

Applications for temporary sub-agency licenses must be submitted two weeks prior to the proposed sale date. If any of these items are missing or if the application is incomplete, a license cannot be issued.

No more than six temporary subagency licenses may be issued to a licensee in any twelve month period. RCW 46.70.12.